

Testing Center Guidelines for Students

- **You must provide an UNEXPIRED, CURRENT photo ID:**
 - Government Issued ID (Driver's License, Passport, State ID, Military ID)
 - NSCC Student ID
- **You must provide the following information to ensure that you are given the correct test:**
 - Instructor's First and Last Name.
 - Course name/Course Number/Section Number.
 - Identify if it is a Nashville State online course, TN eCampus course, or Departmental make-up exam.
- **No unauthorized test aids allowed:** Only items listed on the instructor's Test Procedure Form will be allowed in the testing area. All other materials must be stored in a locker.
 - If a student is caught with unauthorized test aids, the instructor will be notified by email with the Testing Incident Report.
 - If student is taking a paper/pencil test, the computer is only authorized for use if the instructor has it listed as an authorized test aid on the Test Procedure Form.
 - The use of eBooks on a personal device during a test is prohibited.
- **No cell phones are allowed in the testing area** (not allowed to be used as a calculator)
 - If a student takes a cell phone in the Testing Center, the instructor will be notified via a Testing Incident Report.
- **No electronic devices** such as: iPad, iPod, iPod touch, pager, watch (any), Apple Watch, Android watch, smart watch, etc.
- **No food, drink, chewing gum or candy**
- **No hats** (Unless you have religious reasons or ADA accommodations on file)
- **No outerwear jackets**, coats, sweat jackets, etc.
- **Pockets** (Please be aware that if you wear items with pockets, you may be asked to empty any items in your pockets into the locker)
 - If you wear a hoodie, sweatshirt, pullover, cargo shorts/pants, scrubs, etc. with pockets, you may be asked to empty any pocket contents into the lockers. If you wear a garment with a hoodie, you are not allowed to wear the hood on your head.
- **Once you enter the testing area and begin a test, you may not leave until you have finished the test.**
 - If you need to leave the testing lab for an emergency, you must notify a proctor.
 - Students may not visit another website (including email) during or after test. The computers are used for testing only.
- **It is the student's responsibility to ensure adequate testing time**
 - For example, the Testing Center closes at 7:30pm, so a student with a 2 hour test limit would need to arrive by 5:30pm.
 - You must check into the Testing Center at least 30 minutes prior to closing time.
- **No minor children** are allowed to be left on campus unattended while a student is taking a test in the Testing Center. For more information, see **NSCC Student Conduct Policy for children on campus.**
- **All Seating Assigned** Testing Center personnel will seat you in the testing lab to maximize test security.
- **More than One Test a Day** You may take multiple tests on the same day. Please ask a Testing Technician for details before signing in.
- **Please be quiet** in the Testing Center as a courtesy to all students taking tests. If you are disruptive, you may be asked to leave the Testing Center and your instructor will be notified.

All students are expected to abide by NSCC Student Conduct Policies while in the Testing Center. Students agree to this policy upon check-in to the Testing Center. Anyone violating these policies will have an Incident Report created and filed that will be turned in to his/her instructor. Instructors make final decisions about the impact of actions upon a student's grade.

REV. 3/29/2019